

VARIANCE CHECKLIST

Requirements for filing a petition

- ☐ 1. One (1) completed **checklist** (this form).
- ☐ 2. One (1) completed **petition**, typewritten, signed by the owner of the subject property or an authorized agent, notarized, and filed at least 35 days prior to a scheduled public hearing.
- ☐ 3. One (1) copy of the **legal description** attached to the petition.

Metes and bounds descriptions should include two (2) copies of the perimeter survey, drawn to scale.

- or -

Recorded subdivision legal description includes lot number, section number, subdivision name, plat book number with page number and must include a plat map (plat maps are available in Room 741 for a nominal charge).

For additional information regarding the requirements of the legal description, consult the informational flyer titled "Legal Description Requirements".

- ☐ 4. One (1) copy of **Zoning Base Map**, scale of 1 = 1000, **with the boundaries of the site indicated**. Base maps are available in Room 1821 for a nominal charge. Zoning Base Maps may be downloaded from the city website at: www.indy.gov/dmdplan and then go to 'Maps' then click on 'Base Maps'.
- ☐ 5. **Three (3) copies of a site plan**. Plans must be legible and drawn to a scale of 1=10, 1=20, 1=30, or 1=40. Additional information may be required, but at the minimum, plans must include the information described on the back of this form. If an original site plan is submitted, please do not use pencil - it will not reproduce well.
- ☐ 6. One (1) completed copy of the **Findings of Fact** (both the Variance of Use and Variance of Development Standards Findings of Facts must be submitted when applying for both use and development standards variances). Staff will not be able to assist you in completing this form. For assistance in completing this form, consult the informational flyer titled "Preparing Your Findings of Fact".
- ☐ 7. **Non-refundable filing fee**. Checks are to be made payable to "City of Indianapolis".
- ☐ 8. **Refundable deposit** for the On-Site Notice. The On-Site Notice must be posted in a conspicuous location along each street frontage of the affected property. A deposit of \$75 per sign must be provided and may be rendered either at the time of filing or at the time of receipt of the Notice. Checks are to be made payable to "City of Indianapolis".
- ☐ 9. If multi-family use is requested in a D-6, D-6II, D-7, D-8, D-9 or D-10 District, one (1) copy of the Multiple Dwelling Project Analysis Sheet. If a public assembly use is requested, such as a church, include the seating capacity of the largest assembly room.
- ☐ 10. **Contact person** identified. The Contact Person will be notified when Legal Notice is prepared; contacted to provide additional information; and will receive the written Staff Report:

Name (print): _____

Address: _____

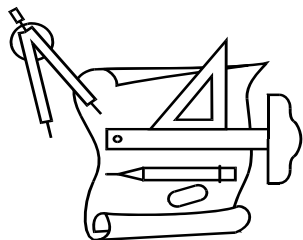
Daytime Phone: _____

Fax: _____

E-Mail Address: _____

All forms must be typewritten and all documents must be legible !


Site Plan



City-County Code:
www.municode.com

Basic Elements of a Site Plan

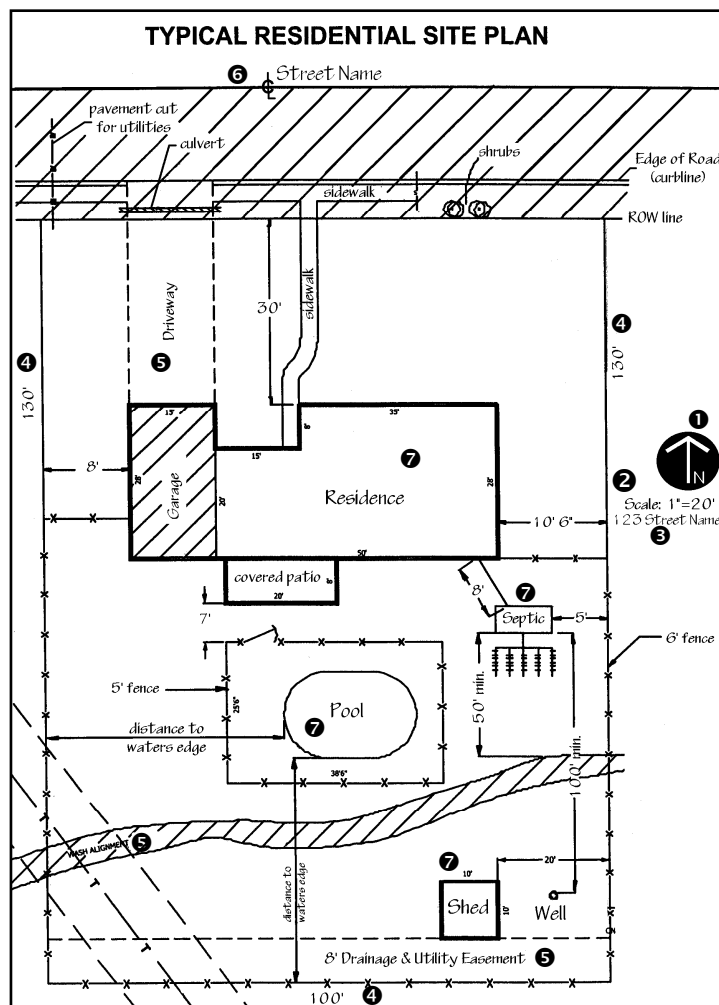
- ➊ North arrow,
- ➋ Scale to which the plan is drawn,
- ➌ Address of the property,
- ➍ Boundaries of the parcel of land with dimensions,
- ➎ Location of any easements, water features, or drives.
- ➏ Centerline of the adjoining streets,
- ➐ Outline of all structures, labeled with dimensions and with the distance to the nearest boundary. Examples include: septic system, fences, pools, wells, decks, driveways, sidewalks, sheds, parking areas, and utility locations. Indicate existing or proposed.

Frequently, landscaping and trees are included on the site plan. If they are not included, a separate landscape plan may be necessary. 

What is a Site Plan ?

Much of the necessary information needed to draw a

site plan can be gleaned from a mortgage survey. Any original plat documents should also be consulted. Plat documents can be found at the Recorder's Office (7th floor City-County Building) and sometimes copies of these documents can be found at the Township Assessor's office. ■



Department of
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Development
Division of Planning
Current Planning Section

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